

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

STAFF MEMORANDUM
NUMBER 100-4

20 June 2002

COMMAND, CONTROL AND COMMUNICATIONS

HQ USEUCOM Chief Information Officer (CIO) Policies and Responsibilities

-
1. **Purpose.** The purpose of this memorandum is to lead HQ USEUCOM's process of collaboration and resource sharing while minimizing costs, maximizing effectiveness and managing the command's information and technology resources.
 2. **Goal.** The goal of this memorandum is to control infrastructure, control C4I applications, influence business applications, and protect information.
 3. **Summary.** This memorandum establishes the policies and assigns responsibilities for HQ EUCOM CIO functions and the management and protection of information resources (IR) and information technology (IT) systems that support Command, Control, Computer, Communications, and Intelligence (C4I) within Headquarters United States European Command (HQ USEUCOM). It applies to information technology contained in command and control systems, intelligence systems, business systems and national security systems developed or purchased by the Department of Defense. It implements the provisions of Public Law 104-106, the Clinger-Cohen Act of 1996 (formerly Division E, Information Technology Management Reform Act, Defense Authorization Act of 1996), the Paperwork Reduction Act of 1995 (as amended), DoD Directive (DoDD) 7740.1, Information Assurance (Defense in Depth) and Computer Network Defense Implementation Procedures, CJCSI 6510.01C and other related DoD directives. It addresses the management of information as a HQ USEUCOM resource, the technology supporting information requirements, and the resources supporting C4I. Procedures are enforced through the establishment of a HQ EUCOM CIO Management Structure and validated by the Theater's Chief Information Officer (CIO).
 4. **Applicability.** This policy applies to all HQ USEUCOM directorates/staff offices. It does not include procedures for actual procurement of new IR and IT systems.

This Staff Memorandum replaces SM 100-4, dated 4 December 1995.

5. **Internal Controls**. This staff memorandum contains internal control provisions and is subject to the requirements of the Internal Management Control Program. The applicable internal control directive is ED 50-8, Internal Management Control Program.

6. **Suggested Improvements**. Contact the address below with suggestions:

HQ USEUCOM/ECJ6-S

UNIT 30400

APO AE 09131

7. **References**. Required and related publications and prescribed and referenced forms are listed in Appendix B.

8. **Background**. The two main regulatory vehicles for Information Technology Management are the Clinger-Cohen Act (Appendix B, reference a) and the Information Management Technology Strategic Plan (Appendix B, reference n). The first, under the responsibility of the Office of Management and Budget (OMB), concentrates heavily on information technology management for ADP and telecommunications functions, including security of information resource systems. It also focuses on federal procurement and acquisition control regulations, formerly the responsibility of the General Services Administration. The second deals with the strategic plan for its implementation.

9. **Responsibilities**.

a. ECJ6 will:

(1) Provide the HQ USEUCOM CIO (ECJ6).

(2) Serve as the proponent for HQ CIO, Information Resources, Information Technology, Automation and Telecommunications.

(3) Provide direct USCINCEUR input to DoD CIO.

(4) Recommend approval/disapproval of HQ EUCOM CIO issues to the Chief of Staff.

(5) Supervise and implement the CIO structure at the USEUCOM headquarters. (see Appendix A).

(6) Chair the Infrastructure Working Group (ECJ6-H), co-chair (with ECJ2) the C4I Mission Applications Working Group and co-chair (with ECJ3) the C2 Facilities Working Group.

(7) Ensure the Program Objective Memorandum (POM) updates reflect priorities for long-range approved HQ EUCOM CIO infrastructure improvements.

(8) Provide an Information Assurance representative in each working group.

b. ECJ2 and ECJ3 will co-chair the C4I Mission Applications Working Group and the EUCOM C2 Facilities Working Group respectively.

c. ECCS-OR will chair the Business Applications Working Group.

d. ECJ1 – ECJ6 will:

(1) Provide 06-level representation to form the HQ EUCOM CIO Council of Colonels.

(2) Provide representation to the working groups.

(3) Provide input as necessary to assist the HQ EUCOM CIO in carrying out CIO responsibilities and in making recommendations for COS approval/disapproval.

e. Other Directorates and Special Staff may attend CIO meetings and participate in meeting discussions and planning as required.

10. **Policy.**

a. The Council of Colonels will meet as required to solve HQ EUCOM CIO issues and make recommendations to the HQ EUCOM CIO on issues that cannot be solved at the lowest level.

b. Working Groups will meet as required or when requested by a member.

c. Working Groups will provide input, as necessary, to assist the HQ CIO in carrying out CIO responsibilities and in developing recommendations for approval/disapproval by the COS.

d. Working Groups will identify requirements, ensure standardization and interoperability, and manage the architecture.

e. Working Groups will assist the CIO in developing efficient and accurate Global Information Grid (GIG) interfaces to U.S. Services, allied, and coalition forces and non-DOD users in the USEUCOM AOR.

f. Working Groups will take into consideration all applicable information assurance policies and procedures prior to providing input to the HQ CIO on any issue.

g. Working Groups will assist in updating and implementing the HQ USEUCOM CIO Strategic Plan (formally the HQ USEUCOM Information Resources Management Strategic Plan).

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

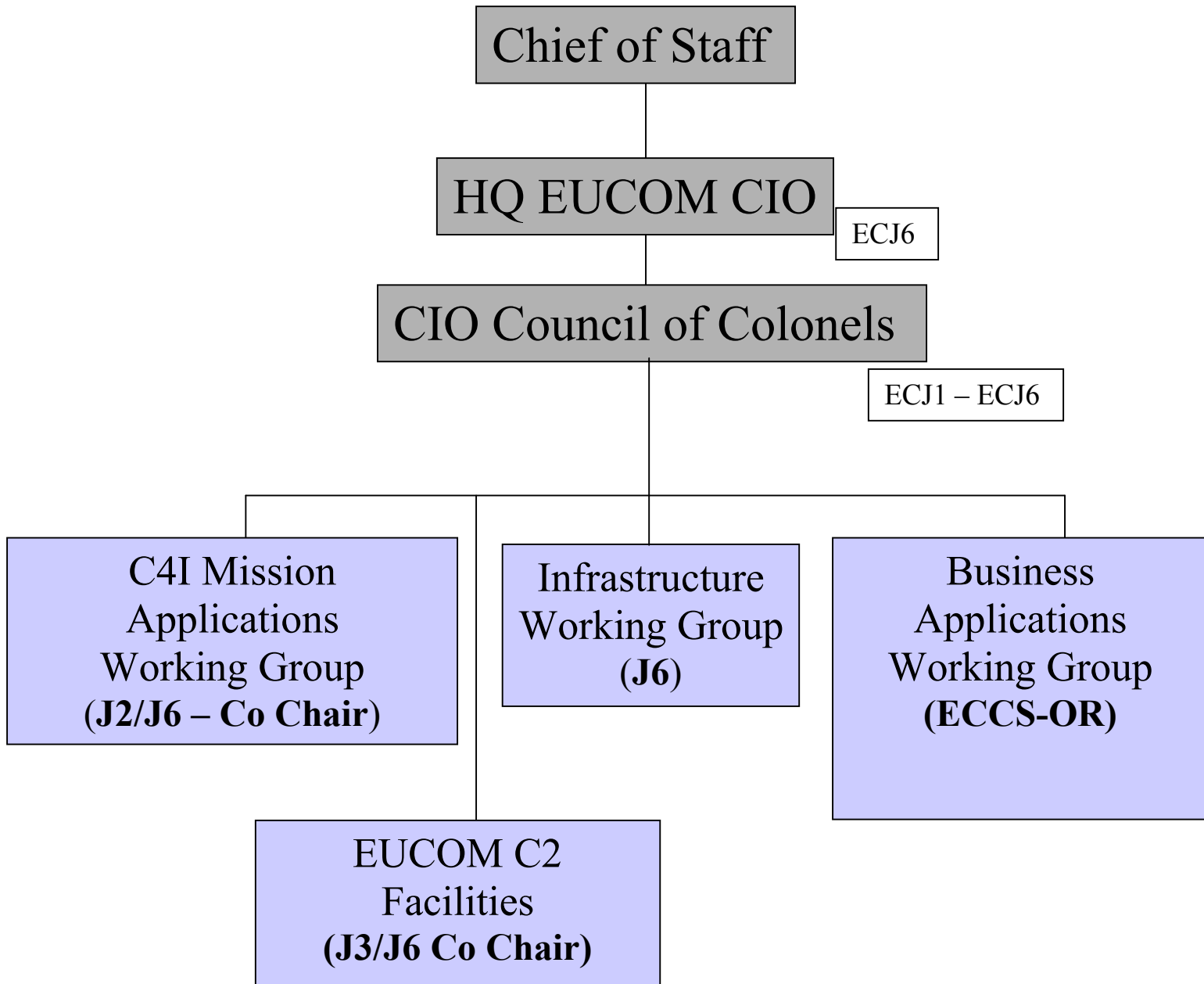
DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff

AVA N. WEBB-SHARPLESS
Lt Col, USAF
Adjutant General

Appendixes
A – HQ USEUCOM CIO Structure
B - References

DISTRIBUTION:
P

Appendix A
CIO Structure



CIO Working Group Responsibilities

C4I Mission Applications
Working Group
(J2/J6 – Co Chair)

- GCCS
- GCSS
- Intel Systems
- DMS
- VTC
- Secure Voice Sys
- Telephone Sys
- IA

Infrastructure
Working Group
(J6)

- LAN Operating
Sys Upgrades
- Server
Consolidation
- Patch/Kelley/RB
CIP
- LAN Architecture
- IA

Business Applications
Working Group
(ECCS-OR)

- Paperless Apps
- C2 Processes
- IA

EUCOM C2 Facilities
Working Group
(J3/J6 - Co Chair)

- Command Center
(C4 Systems)
- B/U Command
Center
- Standing TFHQ
- IA

Appendix B

References

Required Publications

- a. P.L. 104-106, The Clinger-Cohen Act of 1996 (formerly Div E, Information Technology Management Reform Act, Defense Authorization Act of 1996).
- b. P.L.100-235, The Computer Security Act of 1987.
- c. P.L. 104-13, Paperwork Reduction Act of 1995.
- d. DoDD 5000.1, Defense Acquisition. (Cited in para(s) 2-3).
- e. DoD Regulation 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Programs.
- f. DoD Regulation 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993 (w/ch2).
- g. DoDD 5040.2, Visual Information.
- h. DoDI 4640.14, Base and Long-Haul Telecommunications Equipment and Services (cited in para 6-4).
- i. DoDI 5200.40, The DoD Information Technology Security Certification Process and Long-Haul Telecommunications.
- j. AR 25-1, Army Information Management.
- k. AR 70-1, Army Acquisition Policy.
- l. EUCOM Directive (ED) 25-5, Information Assurance, 1 March 1999.
- m. EUCOM Staff Memorandum (SM) 100-2, Use of USEUCOM SECRET LAN Bulletin Board, 13 June 1995.
- n. Information Technology Management Strategic Plan, March 1997, Office of the Assistant Secretary of Defense, Command, Control, Communications and Intelligence.